

Accounts Assistant

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Company: Impression Recruitment

Location: United Kingdom

Category: office-and-administrative-support

Impression Recruitment are delighted to be working with a longstanding and highly successful client based in Harrogate, assisting them in their search for an **Accounts Assistant** on a full time, permanent basis. You will be joining a company that is going through an exciting period of growth, having recently acquired another arm to the business which has further extended their national reach and client base. They are now looking to facilitate this growth by recruiting a new member into their accounts team. As the **Accounts Assistant** you will be responsible for ensuring the accuracy and efficiency of day to day transactional finance processes, whilst dealing with a variety of stakeholders internally and externally in relation to financial queries. You will ideally have at least 1 years' experience within an accounts or finance position, however if you are an entry level candidate that can express a desire to enter the accounts world, and have the correct personal attributes, then our client will still consider you! This role requires someone who is dynamic and sociable with excellent organisational and communication skills. You will have an eye for detail and a naturally numerical mind. If you are looking for an opportunity to work for a company with a bright future that can offer further growth potential, then keep reading!

Accounts Assistant Responsibilities:

Take responsibility for accounts payable functions for the business, including the processing of PO's, invoices, and reconciling statements.

Credit control duties, chasing outstanding payments and building relationships with

clients to ensure timely payment of monies owed.

Action and deal with any finance queries that come through to the team.

Manage and maintain the finance email inbox, ensuring quick response to queries at all times.

Raising sales invoices after review, and send out to relevant customers, whilst dealing with any queries in an efficient manner.

Preparing monthly and mid-monthly payments runs.

Review, process and submit card transactions for review and post to ledger.

Assessing and reviewing company project costs, ensuring profit and loss statements are accurate.

Stock finance and cost reporting, reordering and accounting.

Skills & Experience Required:

Ability to communicate written and verbally to a high level.

Confident with internal computer systems and accounting software.

1 years' experience of working with finance/accounts duties.

Strong organisational skills and high levels of attention to detail.

In return you will receive a salary of between **£23,000 - £27,000 per annum** alongside some great perks and benefits which includes a discretionary yearly bonus and regular team incentives/activities. This will be working full time hours 8:30am to 5pm, Monday to Friday. You will also be provided with excellent learning/development opportunities within the position, that will enable you to take your career to the next level. This really isn't an opportunity to be missed if you are looking to kickstart a successful accounts career! **APPLY NOW!**

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Cross References and Citations:

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